

**The Reynolds Farm Condominium Association  
Board Policy and Procedures Statement**

**Association Records -  
Inspection and Copying of Association Records  
by Unit Owners**

This statement of board policy is established pursuant to  
§38-33.3-209.5(1)(b)(V), Colorado Revised Statutes.

- 1. Association Records.** The management company for the association shall maintain, at its principal office, at least all of the records of the business and finances of the association required by Colorado Revised Statutes §38-33.3-317(1) and (5). Association records will be maintained in written form, or in electronic form that can be reasonable converted to written form.
- 2. Right to Examine and Copies.** An association member has the right to examine, and obtain from the management company photocopies of, all records of the association. A request for examination or copies must be presented to the management company in writing and must comply with the requirements of Colorado Revised Statutes §38-33.3-317(4). Such records will be available during the regular business hours of the management company on the sixth business day following receipt of a proper request for examination or copies.
- 3. Cost of Photocopies.** Photocopies of association records are available from the management company pursuant to a proper request under §2 above. The cost of obtaining photocopies is twenty dollars (\$20.00) per request, plus twenty-five cents (\$0.25) per side photocopied. The "per request" fee of \$20.00 will apply to each written request received and to each on site examination visit that results in a request for photocopies. The cost of photocopying must be paid at the time of receiving requested copies.

Adopted by the Board of Directors on October 16, 2006

  
Secretary